



# Video Evidence Presentation System

## *General Information*

The United States District Court, Southern District of Indiana, has a new tool available for use in our courtrooms -- the *Video Evidence Presentation System*, or *VEPS*. This system is a mobile, self-contained workstation which provides video sources (document camera, VCR, and others), video switching and distribution devices, and outputs which can be connected to monitors or projectors in the courtroom. It is a tool which our court staff and attorneys use to effectively manage the visual presentation of evidence from a variety of sources.

The VEPS can simultaneously display virtually any video image on several video monitors located throughout the courtroom. Therefore, the judge, jurors, witnesses, and attorneys all have access to the same material at the same time. An "image" can be created from a flat document, photograph, slide, or (small) 3-dimensional object. It can also be a "live" camera feed, playback of a videotape, or electronic "slides" or simulations from a computer (PC or Mac). A feed from a video-teleconferencing system can also be displayed on the VEPS.

Any image from any source on the system can be manipulated by using a tablet with an electronic "pen" to draw lines, circles, arrows, etc. on top of the image. This allows attorneys or witnesses to highlight certain parts of an image. The tablet can also be used like a "chalkboard", where the operator is drawing on a blank screen.

Any image on the VEPS can be captured by a video printer, which produces a Polaroid-like photo of the image. These 3" x 4" prints can be annotated with titles and dates. Images can also be recorded on the VEPS' video cassette recorder, including computer images/sequences.

There are significant limitations to what the VEPS can do. For example, when displaying 8½ x 11 documents with standard 10 or 12 pt. text on the document camera, it is not practical to read the text on video monitors unless the camera is zoomed in on the document. In other words, it may be necessary for the operator to reposition a document or adjust the zoom control several times in order to view standard-sized text. Alternately, a document with larger fonts, but less text per page may work well. Also, objects which are taller than about 10cm (4 in.) on the document camera stage may be difficult to focus. There may also be problems displaying certain VHS videotapes on the system, if the tapes have been improperly recorded or duplicated.

The best approach is for attorneys to meet with court staff ahead of time to determine what will or will not work on the VEPS. Contact the appropriate Courtroom Deputy for more information.

## Quick Reference Guide

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*Follow these basic steps for successful VEPS operation:*

- **Power-on** the system and components.
- Set the **Source Select Switch**.
- Position materials and adjust the **Document Camera**, OR
- Insert a videotape and use the **VCR** playback controls.
- Use the **Illustrator Tablet/Pen** to annotate the images.
- Use the **Video Printer** to produce prints.

### ► **System Power-On:**

- With the VEPS workstation plugged in, power-on the system with the switch under the desktop on the right front side. Check to be sure that individual components (Preview Monitor, etc.) are on. Avoid using the individual power switches whenever possible.

**NOTE:** Even when the VCR has power from the system, the operator must power it on separately, using the VCR power switch, or by inserting a tape.

- Power-on each courtroom monitor using its On/Off switch or remote control.

## ► Source Select Switch:

- The switch is located on the top shelf of the VEPS workstation, next to the Preview Monitor. Press the appropriate button for the desired video source:

<b>1</b>	Document Camera	<b>4</b>	Auxiliary Inputs
<b>2</b>	VCR	<b>5</b>	
<b>3</b>	Computer	<b>6</b>	

## ► Using the Document Camera:

- With the *Source Select Switch set to "1"*, place a document, photo, or small object on the stage. For most materials, press the "UPPER" lamp button to use the fluorescent lights above the stage. For slides or transparencies, use the "BASE" lamp.
- Watch the image on the Preview Monitor and use the Zoom controls to adjust the size of the image. Press "TELE" to zoom in, and "WIDE" to zoom out.
- When the image is the desired size, press the "AUTO" Focus button. Use this button *each* time new material is placed on the Document Camera stage.

NOTE: For objects taller than about 10cm (4 in.), use the manual focus controls.

## ► Using the Video Cassette Recorder (VCR):

- With the *Source Select Switch set to "2"*, load a standard VHS or S-VHS tape in the front of the machine. The VCR's power comes on automatically when the tape is inserted.
- Use the VCR's remote control to "PLAY" , "PAUSE" , "STOP" , "FAST FORWARD" or "REWIND" the tape. Ideally, the tape should be viewed and queued to the desired playback point *before* it is actually needed in court.
- For frame-by-frame playback, press "PAUSE" , then press "SHUTTLE" plus for forward, or "SHUTTLE" plus for reverse frame-by-frame. Press "PLAY" again for normal playback.
- If the videotape has audio as well as video recorded on it, be sure the VEPS has been connected to the courtroom audio system. Definitely test this feature beforehand. Use the courtroom's audio system controls to adjust the sound level for playback.

## ► Using the Illustrator Tablet/Pen:

- The Illustrator Tablet can be used at any time simply by pressing the pen tip lightly against the tablet's "drawing" area and moving it to create lines as the operator watches on the Preview Monitor. For best results, press the pen tip on the "POINTER ON/OFF" box on the Tablet. The pointer arrow now appears on the screen and moves with the pen tip when it is near (but not in contact with) the tablet's surface. In this way, the pointer can be used as a guide to show the operator where lines will begin when the pen tip actually touches the tablet.
- The pen can also be used to place pointers (arrows) anywhere on the image. Simply move the pen tip around the tablet's drawing area to the desired position, then press the upper button on the shaft of the pen to "place" a pointer. Any combination of lines and pointers on the image is possible.
- Press the pen tip on the "UNDO" box to delete the last action (line or pointer). Or, use the "CLEAR" box to delete all annotations.
- Press the pen tip on one of the "LINE THICKNESS" boxes to change line thickness. Press one of the "COLOR" boxes to change line and pointer color. Press one of the "POINTER STYLE" boxes to change the pointer itself. Press and move the pen tip along the "BRIGHTNESS" scale to adjust the brightness of both lines and pointers.
- The Illustrator Tablet can be used as a marker board (no image in the background) by pressing the pen tip on "CHALKBOARD". A blue screen appears, and lines and pointers are placed as described above. To return to the normal image, press the pen tip on "VIDEO".

## ► Using the Doar Visual Image Printer:

- Press the "POWER" button on the front of the printer.
- While watching the image on the Preview Monitor, press the "MEMORY" button to capture a frame of video. The captured image remains on the screen for a second or two. If this is the desired image, press the "PRINT" button. The machine processes the print for about a minute, then the finished print pops out the front.
- Pressing "MEMORY" again replaces the previously captured image with a new one.
- To load new film packs, see the instruction manual, or ask a Systems person to help.